



Town of Speedway  
Parks and Recreation Board

Special Session of May 2, 2017  
Minutes

---

**Attendance**

**Board Members**  
Vincent Ash  
Mark Chastain  
Melanie Heaviland  
Matt Lievertz  
Denny Pelley

---

Minutes

1. Call Meeting to Order
  - a. The meeting was called to order by Matt Lievertz at 5:35 pm.
2. Attendance and Determination of Quorum
  - a. Attendance was taken and quorum was determined with five members present.
3. Adoption of Agenda
  - a. There was one item on the agenda; discussion of hiring Leann Sewell as a contracted service provider for the summer parks programs. Agenda was adopted.
4. New Business
  - a. Vote to hire Leann Sewell as a contracted service provider to oversee the planning and administration of the Free Summer Swim Lessons program offered by the Town of Speedway and the June events for the Speedway Summer Nights special event series.
    - i. Mark Chastain made a motion to hire Leann Sewell as a contracted service provider beginning as soon as we could agree to terms and ending June 30, 2017. Melanie Heaviland seconded the motion. The Board voted in favor of hiring Leann Sewell by a vote of 5-0.
  - b. Discussion of Contract Services Agreement Terms. On May 1, 2017 a Contract Services Agreement outlining the terms of the services provided during the time frame during which she would be employed by the Town of Speedway Parks & Recreation Board as a contracted service provider was sent to the Board for review. The Board reviewed this document and highlighted a few points to discuss.
    - i. Laptop use. The service agreement specifies that a laptop and email address previously used in discharging the duties of the Parks Program Director be provided. The Board agrees that this is a reasonable expectation.
    - ii. Mileage. The service agreement specifies that the Board shall pay for mileage of the Service Provider's personal vehicle used in discharging the duties of the Service

Agreement at the current IRS rate of \$0.53.5/mile. The Board agrees that this is a reasonable expectation.

- iii. Access to building. The service agreement specifies that the Service Provider be provided with a key and alarm access to the Speedway Town Annex for pick-up and drop-off of materials necessary for the Speedway Summer Nights event series. The Board does not feel that this is a reasonable expectation; the expectation is that access to the Annex can happen during normal business hours.
- iv. Reimbursement. The service agreement states that the Service Provider shall be reimbursed for out-of-pocket expenses comprising any money spent for elements of the programs. The Board agrees but adds a disclaimer that expenditures must reflect previous years' spending
- v. Rate of Compensation. The board was encouraged by the Town Council to make an effort to bring down the hourly rate originally requested by Leann Sewell. The Board made an effort to do so but was unsuccessful and ultimately feels that it is in the best interest of the Town to move forward with hiring Leann on a contracted basis to manage the execution of planned summer programs. Leann's knowledge of the programs is invaluable and her requested rate is reasonable and in line with event planning industry standards. The Board discussed that as a contracted service provider completing a 1099, the Town will not be paying taxes on Leann or offering benefits and, therefore, even at a higher hourly rate than originally desired by the Town Council, the Board is still coming in below budget with regards to staffing. We also discussed that a contractor's hourly rate need not be on the same scale as a town employee's pay. The Board agrees to the requested rate of compensation per the contract services agreement as a fair and reasonable rate but has added an addendum, stating that the hours worked during the contracted time shall not exceed 158 hours (the estimated time that it will take to fulfill all the required duties) without written express consent from the Board.

5. Next Steps

- a. Matt Lievertz will draft the above proposed addendums to the contract services agreement prepared and presented by Leann Sewell and send them in writing via email to Leann.

6. Adjournment

- a. Denny Pelley made a motion to adjourn. Vincent Ash seconded. Motion passed 5-0. The meeting was adjourned at 6:15 pm.

The next meeting is a regular meeting scheduled for Monday, May 15<sup>th</sup> at 6:00 pm at the Speedway Town Annex offices located at 5620 Crawfordsville Road, Suite M.

Approval of Minutes

  
\_\_\_\_\_  
Signature

5-15-17  
Date

  
\_\_\_\_\_  
Signature

5-15-17  
Date